Step 1: Course Approval

1. A training sponsor must go into their individual account and go to their organization in the drop down box next to their name. Then they must open the organization to get a course approved.

My Personal Profile

2. Next, the sponsor will hover over the left hand margin to open it and click on Training Entry.

3. The screen will have two tabs at the top. One is Events and one is Courses (see below).
4. To begin a course approval application click on Courses.
5. Next, click on New Course (see below)

On the next screen enter the title of the course. Be sure to capitalize where appropriate.
7. There is no need to change the Course Type.
8. Indicate whether the course is Beginning, Intermediate or Advanced.
9. Save and Continue: This new application saves information so a sponsor could fill it out partially and return at a future date to finish!
10. On this screen choose the appropriate Event Category from the drop down box. Most courses will be Early Childhood specific.

11. Enter the Hours of Instruction: If the course will be done over a period of time with several meeting dates put the total number of hours for the course IF THE PARTICIPANTS MUST ATTEND ALL OF THE SESSIONS. If the participants can come to one or more sessions, but not all, then they must each be entered as SEPARATE courses.

12. NOTE: Any item with an asterisk (*) MUST be entered. Those without asterisks need not.
13. Indicate which of the Knowledge Base area(s) will be addressed in the course. Keep in mind, there cannot be less than two hours in ANY Knowledge base area.

**Knowledge Base Content Area(s)**

Any training over 4 hours can be broken down into 2 hour Knowledge Base content area increments, with a minimum of 2 hours for each content area.

<table>
<thead>
<tr>
<th>Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversity</td>
<td></td>
</tr>
<tr>
<td>Health and Well-being</td>
<td></td>
</tr>
<tr>
<td>Child Growth &amp; Development</td>
<td></td>
</tr>
<tr>
<td>Environmental Design</td>
<td></td>
</tr>
<tr>
<td>Child Guidance</td>
<td></td>
</tr>
<tr>
<td>Family &amp; Community Partnerships</td>
<td></td>
</tr>
<tr>
<td>Program Management</td>
<td></td>
</tr>
<tr>
<td>Curriculum</td>
<td></td>
</tr>
<tr>
<td>Observation, Documentation, and Assessment</td>
<td></td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
</tr>
<tr>
<td>Personal Dispositions</td>
<td></td>
</tr>
</tbody>
</table>

Total: 0.00

Remaining: 0.00
14. Select the corresponding Child Development Associate (CDA) Credential area(s).

15. Save and Continue

### CDA Content Areas*

Choose the primary CDA content area for all training events under 4 hours. If the training event is 4 hours or more, you may choose more than 1 CDA content area with a minimum of 2 hours for each CDA content area.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintaining a commitment to professionalism</td>
<td></td>
</tr>
<tr>
<td>Observing and recording children’s behavior</td>
<td></td>
</tr>
<tr>
<td>Planning a safe, healthy, learning environment</td>
<td></td>
</tr>
<tr>
<td>Supporting children’s social and emotional development</td>
<td></td>
</tr>
<tr>
<td>Understanding principles of child development and learning</td>
<td></td>
</tr>
<tr>
<td>Advancing children’s physical and intellectual development</td>
<td></td>
</tr>
<tr>
<td>Building productive relationships with families</td>
<td></td>
</tr>
<tr>
<td>Managing an effective program operation</td>
<td></td>
</tr>
</tbody>
</table>

Total: 0.00

Remaining: 0.00

[Save] [Save And Continue]
16. There are 9 boxes within the Instructional Plan. Again, it is not necessary to put information into any boxes without asterisks, however, consider both the Prerequisite box and the Montana Early Learning Standards (MELS) carefully.

17. **Learning Objectives**: In this box please type, “Participants will be able to:” just once and then list your objectives (1., 2., 3.,) There is a link just above the box to help you write strong, measurable objectives. Start each objective with an action verb.

18. Describe the course in the **Course Overview** box. In three- four sentences describe the course. This information will be posted on the Statewide Training Calendar.

---

### Learning Objectives

List 3 measurable, focused and specific learning outcomes that will allow for in-depth engagement. For more information click [here](#).

---

### Course Overview

Write a 3 sentence description of the course.

If this is a distance learning course, read the Early Childhood Distance Learning Approvals document. Then complete the Supplemental Distance Learning Course Application and upload.

- [Early Childhood Distance Learning Approvals](#)
- [Supplemental Distance Learning Course Application](#)

---

» Uploaded Documents
19. NOTE: There is the option to upload documents under each box. You do not have to use this feature. If the ECP needs more clarification about the course we may request that you upload documents or additional information.

20. **Prerequisites:** Use this box if there is any course or other qualifications participants will need to have prior to taking this course (e.g. Center Director, CACFP participant, or must have completed a specific course).

21. **Montana Early Learning Standards:** Please enter both the subdomain and the #s of each standard that you will be referencing in the planning and the facilitation of this course. You can find the standards on the ECP website at:

22. **Diversity/Inclusion:** How will this be addressed in the course?

**Prerequisites**

List any prerequisites, advanced preparations or enrollment restrictions for this course.

> Uploaded Documents

**Montana Early Learning Standards (MELS)**

We expect that you will consult the MELS when planning and facilitating the course. Submit the subdomain and the number of each standard that will be used if appropriate.

> Uploaded Documents

**Diversity/Inclusion**

Briefly explain how cultural diversity and inclusion will be addressed within this course.
23. **Instructional Media:** Adults learn in different ways. What types of Media will be used?

24. **Active Learning/Training Methods:** Describe specific activities for the course and methods for teaching such as role plays, case studies, scenarios, small group discussions etc.

25. **Assessment of Learning:** Please put A., B., C., and D., in front of each response.

26. **Learning Environment:** Please describe how you will make the learning environment positive and set a positive tone for learners.

---

### Active Learning / Training Methods

List 2 – 3 training methods and activities that support the objectives.

---

### Assessment of Learning

- A. Describe how mastery of each outcome is assessed
- B. How is prior knowledge assessed and how the course modified accordingly
- C. Opportunities for self-directed learning and reflection
- D. Strategies for students, peers and co-workers to support each other's learning

---

### Learning Environment

Describe how a positive learning climate is established and maintained.
27. Save and Continue

(Next page)
28. On this screen you will address the Target Audience (can be more than 1) and the age group(s) that will be the focus of the course.

### Additional Course Details

#### Target Audience*

- [ ] Administrators
- [ ] Early Childhood Center Program Staff
- [ ] Family/Group Child Care
- [ ] School Age Program Staff
- [ ] Head Start
- [ ] Early Head Start
- [ ] Parents/Family
- [ ] Trainers
- [ ] Other
  - Description
  
  [ ] In-Service (For your program/organization staff only)

#### Ages Addressed

- [ ] Infants (0-12 months)
- [ ] Toddlers (13-36 months)
- [ ] Preschoolers (37 months – Pre-K)
- [ ] Elementary (K-5th grade)
- [ ] Middle (6th-8th grade)
- [ ] Secondary (High School)

29. Save and Continue
30. On this screen you can select specific Approved Trainers / PDS. This or these PDS would be the ONLY one(s) able to teach this course.
31. Save and Continue.

32. The next 2 screens is where you will see a summary of the course.
LEARNING OBJECTIVES

HOURS/CREDITS/CEUs
2.00 Hours

APPLIES TOWARD
General Course

LEVEL
Beginning

KNOWLEDGE BASE CONTENT AREA(S)
Health and Well-being (2 Hours)

COURSE TYPE
General Continuing Education

CDA CONTENT AREAS
Supporting children’s social and emotional development (2 Hours)

EVENT CATEGORY
Early Childhood

TARGET AUDIENCE
Early Childhood Center Program Staff

AGES ADDRESSED
Infants (0-12 months)

COURSE OVERVIEW

PREREQUISITES

MONTANA EARLY LEARNING STANDARDS (MELS)
33. Now you will accept the terms and conditions and then Submit for Approval.

34. If the course is successfully submitted this message will appear.

Congratulations! Your course was submitted successfully.
Step 2: Event Approval

1. Once the Course has been approved a training sponsor can schedule an Event of that Course. An automatic email is sent when the Course is approved.
   - To schedule an Event of an approved Course, log back into your individual account and click on the drop down arrow. Click on the name of your organization to open that account.

My Personal Profile

- Open the margin on the left by hovering over it. Click on Training Entry.
• Click on “New Event”

Course and Event Entry: The Montana Early Childhood Project

- Filter Events
  - Event ID
  - Course Title
  - Event Status
    - Filter by Status
  - Trainer Name
  - Sponsor Name
  - Location Name
  - City
  - Date From: 12/12/2016
  - Date To

- Click on “Choose from the Catalog” or, if you are doing the same event again and are JUST changing the date and time you may use Duplicate an Event. Only use this latter feature if you have already had the event approved and are just changing date and time.

Event Entry

Duplicate an Event
  - Duplicate a previously entered event to be given at a new date and time

Choose from the Catalog
  - Create an event for a course in my course catalog

(next page)
2. Find the Course. If you had specified MELS or if it is a STARS course you can open that bar by clicking on the + sign. If you did not specify MELS or STARS the course will be under General Training. Click on the title of the course to open it.

3. You will see a summary of the course. Click on “Next” at the bottom of the page.
4. Enter the Event Funder and the Trainer here. If the trainer is not an approved Montana Professional Development Specialist (PDS) enter their qualifications for teaching this Event. You may also indicate the language that the Event will be taught in however, this is not a mandatory field.

5. Click on “Next”

6. Add the trainer. Indicate whether or not you are using a Montana Approved Trainer (PDS) or not. If not you will be asked to enter the title and qualifications of the trainer that will be presenting.
7. Enter the Training Methods that will be used in this event.

Training Methods*

- Case Study
- Handouts
- Hands-On Activities
- Lecture
- Multi-Media (DVD, PowerPoint, etc.)
- Observation and/or Assessment
- Panel Discussions
- Small Group Discussion
- Visual/Materials Display

8. Hit Next
9. Enter the Event Type by using the drop down box.
   1. Enter the location of the event.
   2. Indicate whether this is an ongoing event (open enrollment and no prescribed end date) or not. If there are multiple sessions but has a start and end date or if you would like to offer it for a year, it is NOT an ongoing training. Select “No”.
   3. Enter the Start Date of the event and the End Date of the event. Add the times although that is not a required field as there is no asterisk.
   4. Click on “Next”

Event Type and Location

Event Type

Classroom

Location Name

Search saved location

Event Date/Time

Ongoing

No

Yes

Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions

No

Yes

Start Date*

End Date*

Start Time:

End Time:

Addl. Date/Time Info
5. Now you will be asked to enter Registration and fee information. Be sure to check contact information for accuracy.

**Event Registration and Fees**

- Is this training open to the public? If so, it will be posted to the statewide training calendar:
  - No
  - Yes

- Registration Required:
  - No
  - Yes

- Registration Fee:
  - No
  - Yes

**Contact Information**

- Contact Name: Ann Klaas

- Address: PO Box 173540

- Zip*: 59717
- City: Bozeman
- State: MT

- Country: United States

- Phone: 406 - 404 - 1626

- Fax: 406 - 994 - 7555
6. Click on “Submit Event”

7. A successful Event Entry will be followed by this message. Click on “Finished”

Event saved.
Thank you for submitting your training approval application.

8. Once the event is approved you will receive an automatic email stating that to get the certificates, attendance sheet and sample evaluations you will log back in and the course will be listed under your events...click on the title to open the event and they will be there to print out.

Congratulations! Your training event #502398 titled 'fdafsfs', has been approved and will appear on the Statewide Training Calendar on our website (unless you checked the box “not open to the public”) at www.mtecp.org.

Next Steps:

To assure that practitioners receive training hours for their attendance, follow the steps below:

1. Click here to view this event
2. On the Event Detail page:
   - Click on the Attendance Sheet and print.
   - Click on the Certificate of Attendance, print and make copies for each participant, insert their name, sign, and distribute at the completion of the event to each participant.
   - Click on the Evaluation Form, print, and make copies if you choose to use this form for assessment. Please do not send these back to the ECP.

Thank you!
Thank you for working with us to promote professional development opportunities in Montana!

Let us know if you have any questions: ecp@montana.edu

Sincerely,

Early Childhood Project/MSU
P.O. Box 173540
Bozeman, MT 59717

Ph: 1-800-213-6310 or 406-404-1624